

COMMONWEALTH OF VIRGINIA WORKFORCE INVESTMENT ACT

VIRGINIA EMPLOYMENT COMMISSION

FIELD GUIDANCE MEMORANDUM #03-05

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WIA UNIT

SUBJECT: TIMELY DATA ENTRY

DATE: APRIL 1, 2003

The U.S. Department of Labor's Employment and Training Administration has established a quarterly reporting schedule. Information presented in these reports needs to reflect the most current picture of the Workforce Investment Act (WIA) programs. Additionally, an Annual Report, which summarizes the activities of each state and its local workforce investment areas (LWIAs), is required. All of these reports depend on timely and accurate data.

ETA 9090

The ETA 9090 (WIA Quarterly Summary Report) must be submitted by the following dates:

- ❖ 1st Quarter (July 1 to September 30) – Due November 15
- ❖ 2nd Quarter (July 1 to December 31) – Due February 14
- ❖ 3rd Quarter (July 1 to March 31) – Due May 15
- ❖ 4th Quarter (July 1 to June 30) – Due August 14

Note: The Annual Report is due on/or about December 1.

Additionally, the ETA 9090 includes the following data elements:

- ❖ Total Participants - for adults, dislocated workers, older youth and younger youth.
- ❖ Total Exiters - for adults, dislocated workers, older youth and younger youth.
- ❖ Customer Satisfaction Survey Information – Participants and Employers
- ❖ Performance Measures – the remaining fifteen performance measures.

In addition to a narrative section, the Annual Report includes a number of tables with performance information on a variety of programmatic elements.

Delays in data entry adversely affect the quarterly performance of the state and the local workforce areas and result in inaccurate quarterly reports. The participant customer satisfaction survey is adversely impacted by late data entry of exiter information. If the quarterly sample is drawn and all exiters have not been entered, the total eligible for the sample is understated. Exiter information is extracted from VWN on a quarterly basis for the quarter just ended and forwarded to the Virginia Commonwealth University Survey Research and Evaluation Laboratory. The survey sampling is based on the exiters entered into VWN. Exiters not entered into VWN within the quarter of exit will not be included in the survey.

To address the impact of delayed data entry, the following guidelines must be adhered to:

- ❖ All transactions must be entered within **five (5)** working days from completion. For example, once the customer has been registered and eligibility has been determined, the data must be entered within five working days.
- ❖ Information for the quarterly reports will be extracted from VWN **five (5)** days before the quarterly submission date.
- ❖ All supplemental data must be submitted no later than **fifteen (15)** days prior to the submission of the quarterly report.

TABLE A

**Number of Quarters Included in the Cumulative Values in Quarterly
Report by Outcome and Report Quarter**

Reporting Items	Period Over Which to Cumulate	Report Quarter (Due Date)			
		July-Sep. (11/14)	Oct.-Dec. (2/14)	Jan.-Mar. (5/15)	Apr.-Jun. (8/14)
Total Registrants	Program Year (Jul.-Jun.)	1	2	3	4
Total Exiters	Program Year (Jul.-Jun.)	4	1	2	3
Employer Customer Satisfaction	Program Year (Jul.-Jun.)	4	1	2	3
Participant Customer Satisfaction	Program Year (Jul.-Jun.)	4	1	2	3
Youth Diploma or Equivalent Rate	Program Year (Jul.-Jun.)	4	1	2	3
Skill Attainment Rate	Program Year (Jul.-Jun.)	1	2	3	4
Entered Employment Rate	Oct.-Sep.	1	2	3	4
Credential and Employment (Adults/ Dislocated Workers) or Credential Rates (Older Youth)	Oct.-Sep.	1	2	3	4
Six Months – Retention Rate	Oct.-Sep.	1	2	3	4
Six Months-Earnings Change or Earnings Replacement	Oct.-Sep.	1	2	3	4

PY 2002 Quarterly Report – Performance Measures Date Ranges

Performance Measures	<u>1st Quarter</u> 07/01/2002 through 09/30/2002	<u>2nd Quarter</u> 07/01/2002 through 12/31/2002	<u>3rd Quarter</u> 07/01/2001 through 03/31/2002	<u>4th Quarter</u> 07/01/2002 through 06/30/2002
Employer Customer Satisfaction*	7/1/2001 to 6/30/2002	7/1/2002 to 9/30/2002	7/1/2002 to 12/31/2002	7/1/2002 to 3/31/2003
Participant Customer Satisfaction	7/1/2001 to 6/30/2002	7/1/2002 to 9/30/2002	7/1/2002 to 12/31/2002	7/1/2002 to 3/31/2003
Youth Diploma or Equivalent Rate	7/1/2001 to 6/30/2002	7/1/2002 to 9/30/2002	7/1/2002 to 12/31/2002	7/1/2002 to 3/31/2003
Skill Attainment Rate*	7/1/2002 to 9/30/2002	7/1/2002 to 12/31/2002	7/1/2002 to 3/31/2003	7/1/2002 to 6/30/2003
Entered Employment Rate	10/01/2001 to 12/31/2001	10/01/2001 to 03/31/2002	10/01/2001 to 06/30/2002	10/01/2001 to 09/30/2002
Credential and Employment (Adults/Dislocated Workers) Credential Rates (Older Youth)	10/01/2001 to 12/31/2001	10/01/2001 to 03/31/2002	10/01/2001 to 06/30/2002	10/01/2001 to 09/30/2002
Six Months Retention Rate	10/01/2001 to 12/31/2001	10/01/2001 to 03/31/2002	10/01/2001 to 06/30/2002	10/01/2001 to 09/30/2002
Six Months Earnings Change (Adults/Older Youth) or Earnings Replacement (Dislocated Workers)	10/01/2001 to 12/31/2001	10/01/2001 to 03/31/2002	10/01/2001 to 06/30/2002	10/01/2001 to 09/30/2002

* These measures are not exit-based.

CORE PERFORMANCE MEASURES THAT APPLY TO THE ADULT, DISLOCATED WORKER AND YOUTH FUNDING STREAMS

Adult Measures

❖ Adult Entered Employment Rate:

Of those who are not employed at registration, The number of adults who have entered employment by the end of the first quarter after exit divided by the number of adults who exit during the quarter.

❖ Adult Employment Retention Rate at Six Months:

Of those who are employed in the first quarter after exit, The number of adults who are employed in the third quarter after exit divided by the number of adults who exit during the quarter.

❖ Adult Average Earnings Change in Six Months:

Of those who are employed in the first quarter after exit, The total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of adults who exit during the quarter.

❖ Employment and Credential Rate:

Of those who received training services, The number of adults who were employed in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of adults who exited services during the quarter.

Dislocated Worker Measures

❖ Dislocated Worker Entered Employment Rate:

Number of dislocated workers who have entered employment by the end of the first quarter after exit divided by the number of dislocated workers who exit during the quarter.

❖ Dislocated Worker Employment Retention Rate at Six Months:

Of those who are employed in the first quarter after exit, the number of dislocated workers who are employed in the third quarter after exit divided by the number of dislocated workers who exit during the quarter.

❖ **Dislocated Worker Earnings Replacement Rate in Six Months:**

Of those who are employed in the first quarter after exit, The total post-program earnings (earnings in quarter 2 + quarter 3 after exit) divided by the pre-dislocation earnings (earnings in quarter 2 + quarter 3 prior to dislocation).

❖ **Dislocated Worker Employment and Credential Rate:**

Of dislocated workers who received training services, The number of dislocated who were employed in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of dislocated workers who exited services during the quarter.

Older Youth (Age 19 – 21) Measures

❖ **Older Youth Entered Employment Rate:**

Of those not employed at registration and who are not enrolled in post-secondary education or advanced training in the first quarter after exit, The number of older youth who have entered employment by the end of the first quarter after exit divided by the number of youth who exit during the quarter.

❖ **Older Youth Employment Retention Rate at Six Months:**

Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education, or advanced training in the third quarter after exit, the number of older youth who are employed in third quarter after exit divided by the number of older youth who exit during the quarter.

❖ **Older Youth Average Earnings Change in Six Months:**

Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit, the total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of older youth who exit during the quarter.

❖ **Older Youth Credential Rate:**

The number of older youth who are in employment, post-secondary education, or advanced training in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of older youth who exit during the quarter.

Younger Youth (Age 14-18) Measures

❖ Younger Youth Skill Attainment Rate:

Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills, the total number of basic skills goals attained by younger youth plus the number of work readiness skills attained by younger youth plus the number of occupational skills attained by younger youth divided by the total number of basic skills goals plus the number of work readiness skills goals plus the number of occupational goals set.

❖ Younger Youth Diploma or Equivalent Attainment:

Of those who register without a diploma or equivalent, the number of youth who attained secondary school diploma or equivalent by the end of the first quarter after exit divided by the number of younger youth who exit during the quarter (except those still in secondary school at exit).

❖ Younger Youth Retention Rate:

The number of younger youth found in one of the following categories following exit divided by the number of younger youth who exit during the quarter (except those still in secondary school at exit):

- Post-secondary education
- Advanced Training
- Employment
- Military Service
- Qualified Apprenticeships

Customer Satisfaction Measures

❖ Participant Satisfaction:

The weighted average of participant ratings on each of three questions regarding overall satisfaction are reported on a 0 – 100-point scale. The score is a weighted average, not a percentage. Participants should be contacted within 60 days of the exit date or the date that an exit date has been determined. This means either 60 days after the date of an exit interview or 60 days after the 90 days have elapsed since the last service date.

❖ Employer Satisfaction:

The weighted average of employer ratings on each of the three questions regarding overall satisfaction are reported on a 0 – 100-point scale. The score is a weighted average, not a percentage. Those eligible for surveying include

employers, who have received service where the service has been completed or, if it is an ongoing service, when a full segment of service has been provided (e.g., after listing an open job order, the employer has received some referrals or if no service, 30 days have lapsed after the initial request).

All employers who have received a substantial service involving personal contact with One-Stop staff are eligible to be chosen for inclusion in the random sample (this excludes those employers who request a brochure or standard mailing, those who ask a question that is answered with little expenditure of staff time, or those who use electronic self-services).

For purposes of the measures, the following chart shows the relationship between exit date and when a record will be counted in the measures.

<u>3rd Qtr.</u> Prior to Registration	<u>2nd Qtr.</u> Prior to Registration	<u>Exit</u> Quarter	<u>1st Qtr.</u> After Exit	<u>2nd Qtr.</u> After Exit	<u>3rd Qtr.</u> After Exit
1/1 to 3/31	4/1 to 6/30	10/1 to 12/31	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30
4/1 to 6/30	7/1 to 9/30	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30	10/1 to 12/31
7/1 to 9/30	10/1 to 12/31	4/1 to 6/30	7/1 to 9/30	10/1 to 12/31	1/1 to 3/31
10/1 to 12/31	1/1 to 3/31	7/1 to 9/30	10/1 to 12/31	1/1 to 3/31	4/1 to 6/30
1/1 to 3/31	4/1 to 6/30	10/1 to 12/31	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30
4/1 to 6/30	7/1 to 9/30	1/1 to 3/31	4/1 to 6/30	7/1 to 9/30	10/1 to 12/31
7/1 to 9/30	10/1 to 12/31	4/1 to 6/30	7/1 to 6/30	10/1 to 12/31	1/1 to 3/31

The “exit quarter” is the basis for the performance measures calculations. It is this point when the time line associated with each of the measures is based. For the credential measures (adults, dislocated workers and older youth) and the younger youth high school diploma or equivalent rate, the credential attainment or diploma or equivalent attainment can occur while the customer is still active in WIA.